Appendix F

Keyboard Shortcuts

To move from field to field:

Use the **[Tab]** key. Use **[Shift]+[Tab]** to move in the reverse direction.

To move within a pick list:

Use **[Down Arrow]** to go down or **[Up Arrow]** to go up. You may also type the first letter of the word for which you are searching. Repeat the same letter to find additional words starting with that letter.

To select an item:

Use the **[Enter]** key to select a highlighted icon to which you have tabbed.
Use the **[Tab]** key to select a highlighted item from a pick list.
Use the **[Space Bar]** to select a highlighted radio button such as ○ **AM** ○ **PM**

To highlight more than one item in a pick list:

This process requires the mouse and the **[Ctrl]** key.
Highlight the first item. Press and hold the **[Ctrl]** key while you select other items in the pick list with the left mouse click. Continue until all items have been selected.

To go back one page (screen):

Press **[Alt]** and **[Left arrow]**.

To go forward one page:

Press **[Alt]** and **[Right Arrow]**.

To toggle between CM/ECF and other open Windows applications:

Press and hold the **[Alt]** key. Press **[Tab]** as many times as necessary to display the Windows application you need. Then release the **[Tab]** key.